



**HUMAN RESOURCES COMMITTEE MEETING**  
**Wednesday, March 18, 2015**

**Conference Center Located at Highland Care Pavilion**  
1411 East 31<sup>st</sup> Street Oakland, CA 94602  
Marla Cox, Clerk of the Board  
(510) 535-7515

**LOCATION:**  
Open Session: HCP Conference Center

**MINUTES**

**THE MEETING WAS CALLED TO ORDER AT 4:05PM**

**ROLL CALL WAS TAKEN AND THE FOLLOWING TRUSTEES WERE PRESENT:**

Joe DeVries, Maria Hernandez, Tracy Jensen and James Potter.

**(General Counsel Announcement concerning Closed Session)**

**TAB #1 CLOSED SESSION**

*Reconvene to Open Session.*

**TAB#2 ACTION: Consent Agenda**

Approval of the Minutes of the January 14, 2015 Human Resources Committee Meeting.

**ACTION:** *A motion was made and seconded, and the Committee approved the minutes of the January 14, 2015 Human Resources Committee meeting.*

**TAB #3 ACTION: Retirement Plans Governance**

**A. Formation of Retirement Board Committee**

Jeanette Loudon-Corbett, Chief Human Resources Officer, notified the Committee that our pension attorneys have recommended that the organization establish a formal investment committee to oversee our current retirement plans. The CHRO has been advised that the organization must expand membership in the Investment Committee and ensure that this committee meets all Brown Act stipulations. There had been an Investment Committee in the past made up of the CFO, CHRO and the General Counsel. The CHRO requested to the Human Resources Committee that they recommend a Trustee to participate in the Investment Committee. Trustee Potter requested a copy of the current Charter and confirmed with the CHRO that the meetings recurred quarterly. The CHRO assured the Trustees that the Investment Committee has a matrix that is used to assess risk thresholds.

**B. Investment Policies for Defined Benefit and Defined Contribution Plans**

Trustee Potter requested clarification regarding the Investment Committee's assessment of Defined Benefit versus Defined Contribution plans. Trustee Potter confirmed that the Investment Committee was performing asset allocation studies regularly. The CHRO agreed to update the Investment Policy to reflect that the Investment Committee would be meeting quarterly to review current plans.

**C. Resolution 2015-010 related to 414(b)(2) pickups**

The General Counsel provided the Committee with an updated copy of Resolution 2015-010 relating to 414(b)(2). The original Resolution 2015-010 was modified to clarify the language by changing the use of the term "Pick-Up" to "employer paid." This change has no impact on the organization, but may potentially impact the employees who choose this specific contribution option moving forward.

***ACTION:*** A motion was made and seconded, and the Committee approved that a recommendation be made to the Board of Trustees for Trustee James Potter to be appointed as the Board representative to the Investment Committee. Trustee Jensen made the motion. Trustee Hernandez seconded the motion. The motion was carried.

***ACTION:*** A motion was made and seconded, and the Committee approved Resolution 2015-010 pending the removal of the term "pick-up" and the use of "employer paid." Trustee Jensen made the motion. Trustee Potter seconded the motion. The motion was carried.

**TAB #4 REPORT: Employee Engagement Pulse Check**

The Committee requested that the CHRO to provide a more in depth analysis of areas where there were statistically significant drops. Trustee Hernandez explained that one of the items requested is a breakout of regretted losses by demographic groups of age, gender and ethnicity by departments. In response to questions from the Trustees, the CHRO agreed to provide the data and analysis of completed focus groups to the Committee. The CHRO also confirmed that the organization is currently focusing on the areas reflecting the largest drops in rating. A full employee engagement survey will not be conducted for the next two years while the organization addresses current concerns in order to accurately measure improvement.

**TAB#5 INFORMATION: AHS Negotiated Processes for Workforce Reduction**

Jeanette Loudon-Corbett, Chief Human Resource Officer, felt it was important to explain the workforce reduction plan processes due to the current financial status of the organization. The council representing AHS' engineering and maintenance employees have stated in their contract that full Board approval is required prior to initiating layoffs. NCIR, the committee representing interns and residents requires a 30 day notice and a 300 day phase out period for initiating any reductions. The union of American physicians, UAP, also requires full Board approval. PACE, representing admitting clerk supervisors, requires a 30 day notice and for seniority to be taken into account prior to initiating layoffs. ACMEA requires a 60 day notice and employees must be laid off in order of seniority. The 60 day notice to the employee and the union may be concurrent. SEIU, nursing union requires 30 days of conferral prior to issuance of a 45 day notice. The Human Resources Committee must approve the issuance of SEIU's 45 day notice, full Board approval is not necessary. AHS negotiated the ability to offer severance based on length of service for senior employees who would like to leave to allow

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employees with less seniority to keep their jobs. In the case of unrepresented employees, AHS' policy is to provide a 60 day notice. The CHRO also felt it would be prudent to keep the Board of Supervisors abreast of any planned workforce reductions.

**TAB #6 REPORT: Chief Human Resources Officer**

Jeanette Loudon-Corbett, Chief Human Resources Officer, reported that the State of California and City of Oakland have enacted certain mandates. The State of California has mandated that the organization provide 1 hour of sick leave for every 30 hours worked. Measure FF, passed in the City of Oakland, is more generous than the State requirement. The CHRO is working with staff to draft policies for those facilities located in Oakland and those that are not.

The CHRO noted that this might be a substantial impact due to the amount of per diem employees who are hired to perform services as needed. The total calculated pay rate would not reopen contracts to negotiate the rate down due to the added benefit of sick leave. The Committee requested a full report regarding the number of per diems in the organization and the financial impact on the organization.

The Committee also requested an analysis of the potential impact of the State and City of Oakland sick leave mandates will have on the organization.

**TAB #7 INFORMATION: Issue Tracking & Follow-up**

Trustee Hernandez commented on the lack of a central tracking mechanism for the Board to use in order to keep more updated issue tracking sheets.

Trustee DeVries confirmed that the Focus Group update will be provided to the Committee in May 2015. Trustee DeVries also requested that the verbiage in the tracking sheet be expanded to fully capture the specific requests and development of each request. Trustee Potter requested that the default expectation for staff is that requested information will be provided at the next Committee meeting, unless otherwise noted. The Committee data request on the organization's health plan will be provided by staff in May 2015.

Trustee Hernandez requested that all tracking forms be placed in the resource library on Board Effect.

**TAB #8 REPORT: Legal Counsel's Report on Action Taken in Closed Session**

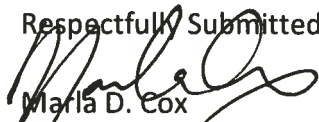
The Interim General Counsel reported that the Committee considered four matters in the closed session and took no action.

**Public Comments - NONE**

**Board of Trustees Remarks - NONE**

**ADJOURNMENT – 6:08pm**

Respectfully Submitted by:



Marla D. Cox  
Clerk of the Board

APPROVED AS TO FORM:

Reviewed by: \_\_\_\_\_



Mike Moyer  
Interim General Counsel